

## DATA PROTECTION NOTICE for Professional Colleague

Specialist Education Services Ltd is a data controller. Our contact details are:

Specialist Education Services Ltd  
The Old Vicarage  
School Lane  
Heckingham  
Norfolk  
NR14 6QP

For queries related to this notice please contact:

- the Principal via [office@specialisteducation.co.uk](mailto:office@specialisteducation.co.uk) or
- our Data Protection Officer at [SES\\_DPO@priviness.eu](mailto:SES_DPO@priviness.eu)

As a professional colleague working with one or more of our children we process your name, contact details, working relationship to child and qualifications.

Our legal basis for holding and processing this information is our legitimate interest to provide care for our students and to meet our legal obligations with regard to record keeping under the Children's Homes Regulations 2015.

As required by the law and statutory guidance we may retain records for up to 75 years to meet our obligation regarding the Children's Homes Regulations 2015.

You have the qualified right to request: access to your data, rectification or erasure of the data, restriction of processing or to object to the processing.

You also have a right to lodge a complaint with a Supervisory Authority, for example the Information Commissioner's Office or [http://ec.europa.eu/newsroom/article29/item-detail.cfm?item\\_id=612080](http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080)

**For further information please also see the SES Data Protection Policy and Practice document** (available on our website - [www.specialisteducation.co.uk/care-education/policies/](http://www.specialisteducation.co.uk/care-education/policies/))